

**NATIONAL RECONNAISSANCE OFFICE
OFFICE OF INSPECTOR GENERAL
GOVERNMENT WIDE VACANCY**

TITLE: NRO IG INVESTIGATOR

GRADE: GS-15

LOCATION: DENVER, COLORADO

WHO MAY BE CONSIDERED: GS-13 THROUGH GS-15

POSITION INFORMATION: FULL TIME

OPEN PERIOD: EXPIRES 9 MAY 2008

These positions are “rank in person” not “rank in position,” meaning any external agency applicant would be hired at current government grade with possibility of minor adjustment based on qualifications.

PCS costs may be reimbursed.

JOB DESCRIPTION:

The Office of Inspector General/Investigations Staff (OIG/INV) is seeking a highly motivated, outgoing, self-starter with an established record of high performance to join a small investigation office. Investigator will conduct administrative and criminal investigations of potential violations of the Standards of Ethical Conduct for Employees of the Executive Branch, US Criminal Code, and the Uniform Code of Military Justice. Incumbent may also participate in special investigations as required. Incumbent will conduct investigations by reviewing records, conducting interviews, gathering evidence, and producing reports of investigation as an individual investigator or as a member of a team assigned to a special project. These investigations are conducted in a professional manner that is consistent with standards and guidelines established by the President’s Council on Integrity and Efficiency. Investigator assigned to this newly established office will also be required to develop and maintain working relationships with Department of Justice, Staff Judge Advocates Office, local law enforcement and contractor ethics officers. Because the NRO is an acquisition organization, this position requires an individual who has demonstrated experience in one of the following; investigation, acquisition, budget, and/or related field. Incumbent will also conduct fraud awareness briefings. OIG investigators interact with all levels of NRO employees, contractors, representatives of other offices of Inspector General, the Department of Justice, Federal Bureau of Investigation, Defense Criminal Investigation Service, other law enforcement agencies, and the Congressional oversight committees. Because of the special trust that is placed in OIG investigations, applicants will be screened through an expanded interview process. This is not an 1811 position; Law Enforcement Availability (LEAP) does not apply.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree: relevant work experience may be substituted for education requirements at a rate of four years of work experience for one year of college.
- Strong writing skills (the ability to write clearly and precisely)

- Impeccable integrity, discretion, and ability to work with very sensitive information
- Strong oral communications skills
- Ability to deal with a heavy workload and handle numerous matters simultaneously with minimal supervision
- Aptitude to conduct research and analysis in support of investigative activities
- Ability to adjust work hours and personal schedule occasionally if necessary to meet time critical demands of priority investigations
- Ability to travel occasionally, both domestically and overseas, in support of investigative requirements

DESIRED QUALIFICATIONS:

- Prior investigative experience desired
- Contract/Acquisition experience desired
- Strong performance record reflecting an ability to work independently and in groups, as needed
- Strong interpersonal skills with ability to work in a team environment; must be able to deal effectively with people under a wide variety of conditions
- Ability to maintain focus and professional composure in confrontational situations
- Ability to learn and adapt to stringent investigative procedures and standards
- Demonstrated experience in performing outreach to external entities
- Demonstrated experience in performing education briefings

CONTACT & APPLICATION:

Informal inquiries concerning the job duties can be directed to Tom Caulfield at 703-808-1836 or Marcia Sadler 703-808-1833. Applicants must submit an application package to Marcia Sadler, NRO/IG/OHR, via fax 703-808-1822, no later than COB on the closing date of this announcement. The application package must include the following information:

1. Resume
2. Qualification statement that addresses pertinent work experience and qualifications for the position specifically addressing the knowledge, skills and abilities listed in the vacancy.
3. Performance Reports covering the past three years